

# SLC Annual Performance Reporting Tool Walk-Through

Go to: <http://www.slcapr.ed.gov>

Smaller Learning Communities  
Electronic Reporting Tool

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**PROJECT DIRECTOR SIGN-IN**  
Username:   
Password:   
  
[Need Your Password?](#)

**Who should use this site...**  
Only SLC Grantees from **Cohort 3 and beyond** who are filling out Baseline Data Reports or Annual Performance Reports should use this site.

**Before you begin...**  
Please be sure to carefully read the instructions in the [User's Guide](#) on how to complete the reports.

**Required Excel settings...**  
When using the Excel Workbook Templates we have provided, you must [adjust your application settings](#) in order to successfully use the Workbooks and all their features.

**DEADLINES**  
**Annual Performance Report:** The deadline for submission is **5:00 pm E.S.T. on Friday, December 30, 2005.**  
**Third-Party Evaluation Report:** The deadline for submission to Dept. of Education Program Officers is **5:00 pm E.S.T. on Tuesday, February, 28, 2006.**

Please read all instructional materials before beginning!

The Project Director signs onto the website using a username and password that is tied to the identity of the school district.

## SLC APR: Task Page

Icons indicate which tasks are complete and incomplete →

Link to delete file capabilities. →

Smaller Learning Communities  
Electronic Reporting Tool

**GRANTEE DEMO USER**

**Task Page: 2004-2005 APR Report**

This page provides links to all reports and forms to be completed. You may complete the forms in any order. Project Directors are encouraged to review the [Submission Process](#) documents before beginning.

**School-Level Data**

**NOTE:** Project Directors must provide each school site with a copy of the APR workbook once it is downloaded!

**DOWNLOAD:** [Blank APR Form \(Excel Format\)](#)  
[ [Read Required Excel Settings!](#) ]

**SUBMIT:** [School-Level APR Data](#)  
Data has been submitted for **0 School(s)**.

**District-Level Data**

*The District-Level Report is an aggregate of the School-Level data submitted above. ALL Districts, regardless of number of schools in a grant, must click on the "AGGREGATE" link below to compile District-Level data into a separate Excel file. Then, download the file, review it for accuracy, make the final entries, and submit it.*

**AGGREGATE:** Data from all schools listed above  
Data has **NOT** been aggregated. (No school-level data submitted above)

**DOWNLOAD:** Aggregated data file to your computer for review and completion  
Data has **NOT** been aggregated. (No school-level data submitted above)

**SUBMIT:** Aggregated data as your District-Level Report  
District-Level Data has **NOT** been submitted.

**District-Level Project Director Narrative**

**DOWNLOAD:** [Blank Narrative Template \(Word Format\)](#)

**SUBMIT:** [District-Level Project Director Narrative](#)  
District-Level Narrative has **NOT** been submitted.

**District-Level Coversheet**

**COMPLETE:** [On-Line District-Level Coversheet](#)  
District-Level Coversheet has **NOT** been submitted.

**Project Director Data Certification**

**CERTIFY:** [All Report Data](#)  
Data has **NOT** been certified.

**Left Sidebar:**

- About the Reports
- Required Excel Settings
- User's Guide
- Submission Process
- FAQs
- Get NCES ID#
- Help / Contact Us
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- Task Page
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**PROJECT DIRECTOR SIGN-IN**  
You are currently [signed in](#).

**SIGN OUT**

**KEY TO ICONS**

- ★ Completed
- 🔴 Not Completed

**Delete Data**  
If you submitted the wrong data and would like to delete a file, please go to the "Delete Data" page where you will be able to access file deletion capabilities.  
[Go to "Delete Data" page](#)

Grantee's Identity

**REMINDER!**  
Please read all instructional materials before beginning!

On the "Task Page" the Project Director is presented with a list of tasks that include downloading blank reporting forms, submitting data, and aggregating data.

## SLC APR: Download APR Excel Form

**Smaller Learning Communities Electronic Reporting Task Page: 2004-2005**

**GRANTEE DEMO USER**

**Task Page: 2004-2005**

This page provides links to all reports and complete the forms in any order. Project [Submission Process](#) documents before b

**School-Level Data**

**NOTE:** Project Directors must provide each school site with a copy of the APR workbook once it is downloaded!

**★ DOWNLOAD:** [Blank APR Form \(Excel Format\)](#)  
[ [Read Required Excel Settings!](#) ]

**⚠ SUBMIT:** [School-Level APR Data](#)  
Data has been submitted for **0 School(s)**.

**PROJECT DIRECTOR SIGN-IN**  
You are currently [signed in](#).

**SIGN OUT!**

**KEY TO ICONS**  
★ Completed  
⚠ Not Completed

**Delete Data**  
If you submitted the wrong data and would like to delete

**District-Level Data**

The District-Level Report is an aggregate of the School-Level data submitted above. ALL Districts, regardless of number of schools in a grant, must click the "CORRECT" link to submit the District-Level data.

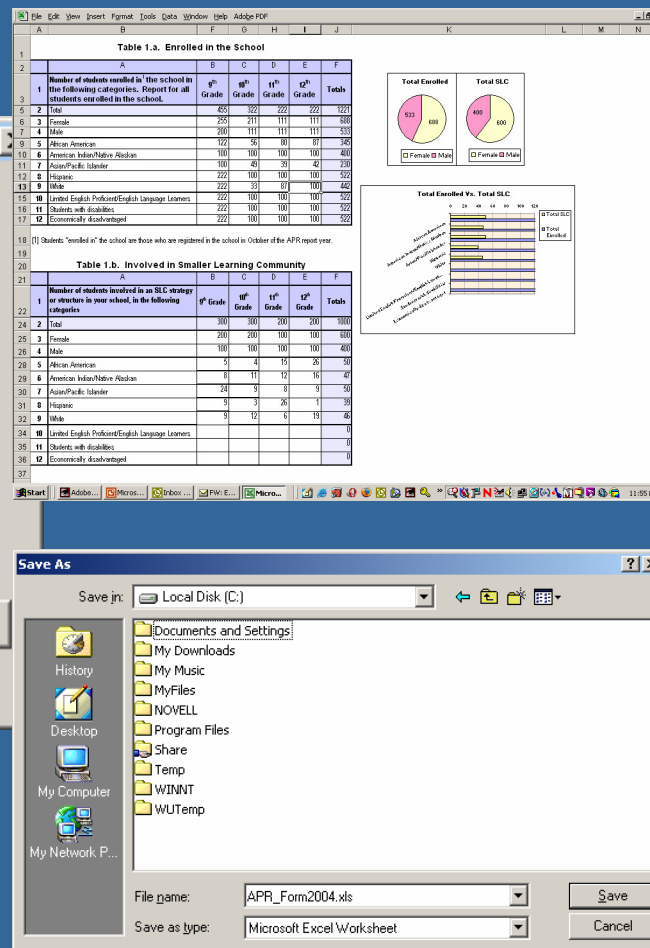
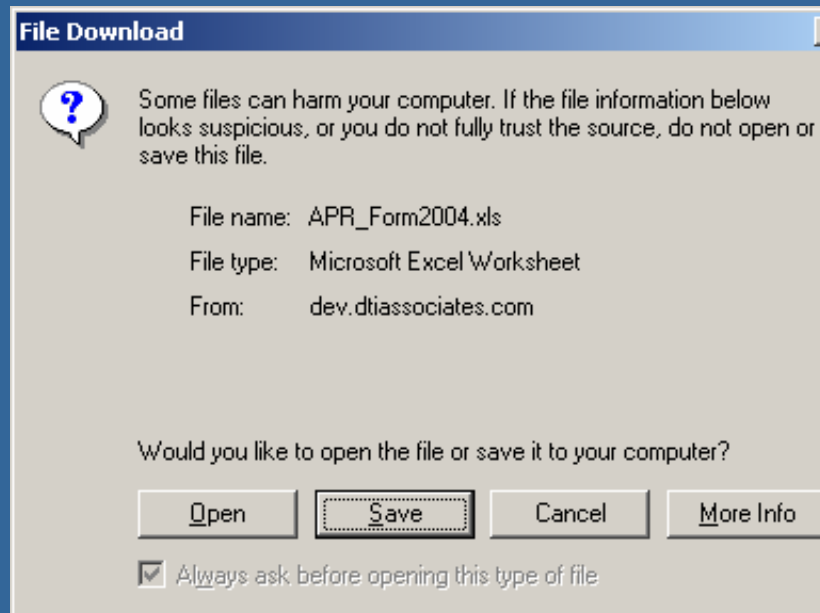
**REMINDER!**  
Please go to the "Required Excel Settings" link to read the "How-To" document on enabling macros in Excel.

The Project Director downloads APR reporting form. Once downloaded, the Excel form should then be emailed to all school-level participants to complete.

As each task is successfully completed, the icons turn from a red exclamation mark to a gold star.

## SLC APR: Saving vs. Opening Excel Forms

After selecting a file to download, a window will appear that will ask if you would like to “OPEN” the file or “SAVE” the file.



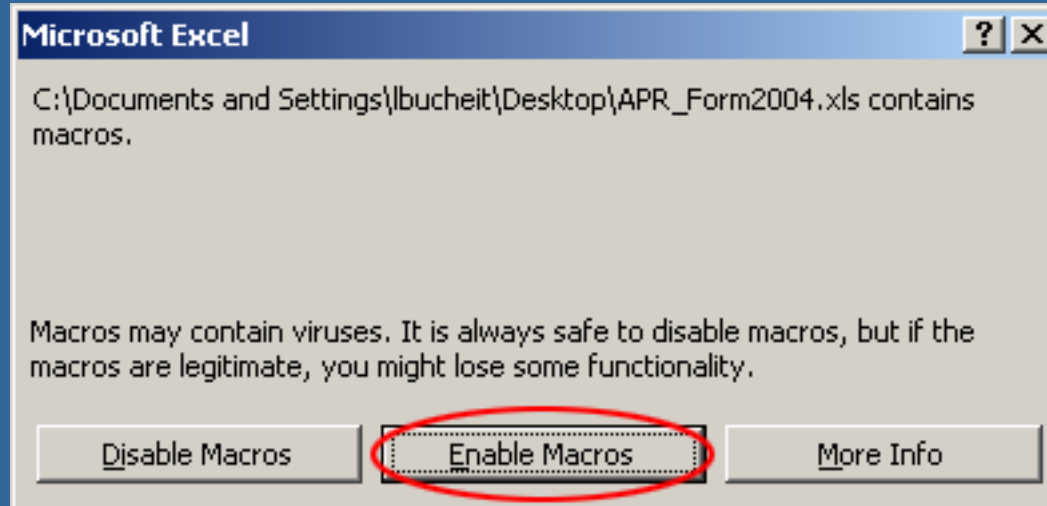
Selecting “**OPEN**” will open the file on your local computer. You still must save and name the file.

Selecting “**SAVE**” will give you a widow with the standard options to save a file to your local computer.

The Project Director should save the APR Excel Workbook in their computer and email a copy to each SLC school for entering their school-level data.

## SLC APR: Enabling Macros in Excel

About the Excel workbooks you have downloaded...



A “**How-To**” document on enabling macros can be obtained from the website.

In order to utilize the downloaded Excel workbooks, the user must “enable macros” in the Excel application.

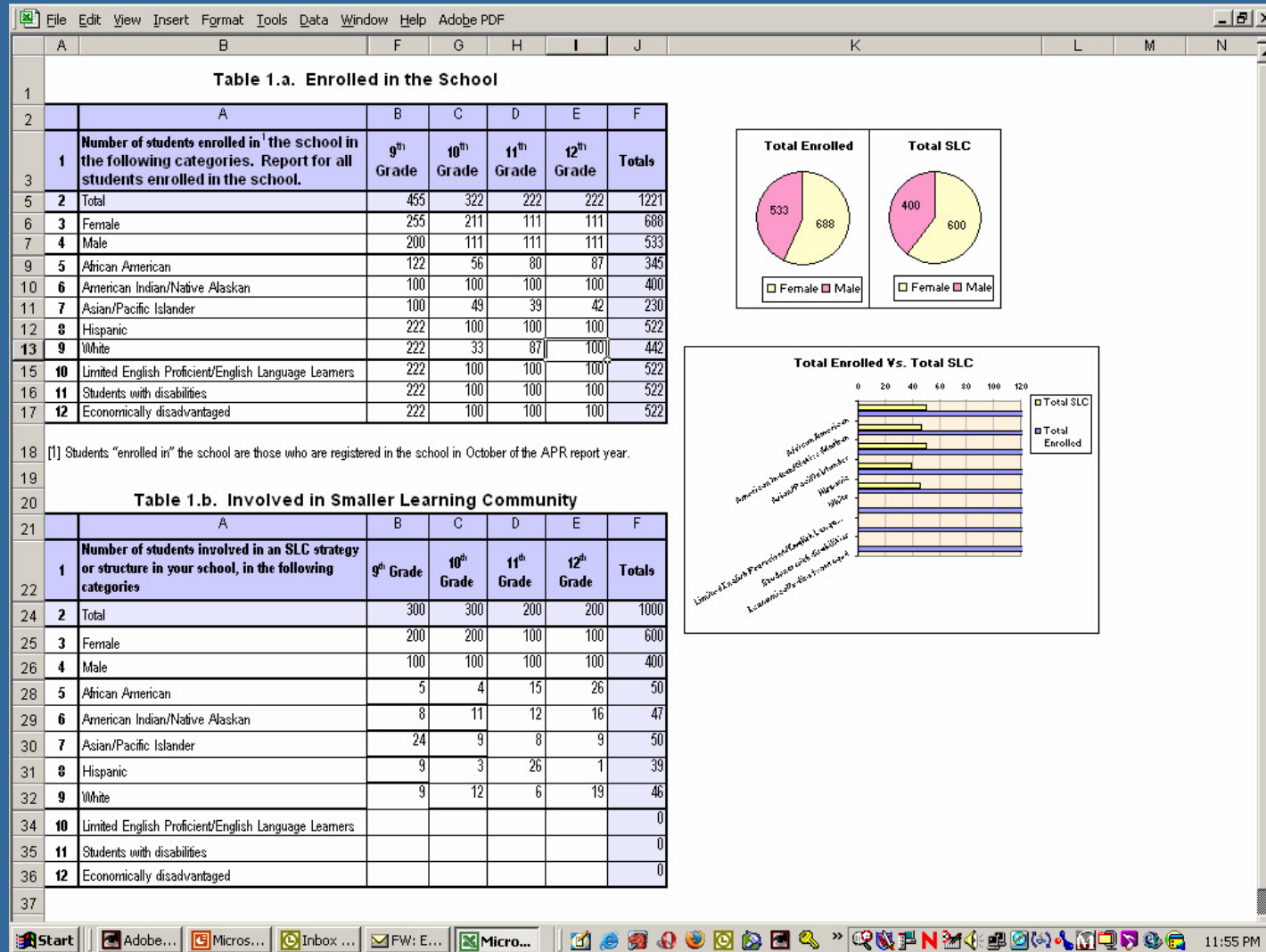
Enabling macros is necessary to perform functions such as auto-calculating totals, error validation, dynamic chart & graph capabilities, etc.

The Excel workbooks will NOT work correctly unless macros are enabled!

*(Note: All of the files that are provided on this website are scanned with the most current virus detecting software.)*

# SLC APR: Pre-formatted Workbook

The Excel workbooks are pre-formatted to make data entry easier...



## SLC APR: Pre-formatted Workbook (example)

The Excel workbooks are pre-formatted to make data entry easier...

	A	B	C	D	E	F	G	H	I
1	Student demographic category	Total number of students receiving a regular diploma <sup>[1]</sup>	Number of students for which post-graduation outcomes are known	Number of graduates who enrolled in post secondary education, apprenticeship or advanced training for the semester following graduation	Number of graduates who were employed <sup>[2]</sup> or joined the military by the end of the first quarter after they graduate (e.g., for those in	Percent of graduates who enrolled in post secondary education, apprentice-ships or advanced training (D/C*100)	Percent of graduates who were employed or joined the military (E/C*100)	Performance Goal for Total Percentage of Graduates Who Enrolled in Post-Secondary Education, Apprenticeships, or Advanced Training OR were Employed or Joined the Military	Placement Rate: Unduplicated <sup>[3]</sup>
2	Total	0	235	165	117	70.21%	49.79%	42.00%	
3	Female	0	125	85	60	68.00%	48.00%	42.00%	
4	Male	0	110	80	57	72.73%	51.82%	42.00%	
5	African American	0	36	30	26	83.33%	72.22%	42.00%	
6	American Indian/Native Alaskan	0	12	10	9	83.33%	75.00%	42.00%	
7	Asian/Pacific Islander	0	14	5	4	35.71%	28.57%	42.00%	
8	Hispanic	0	13	7	3	53.85%	23.08%	42.00%	
9	White	0	18	6	8	33.33%	44.44%	42.00%	
10	Limited English Proficient/English Language	0	3	2	1	66.67%	33.33%	42.00%	
11	Students with disabilities	0	2	2	0	100.00%	0.00%	42.00%	
12	Economically disadvantaged	0	7	1	1	14.29%	14.29%	42.00%	

Enter data into the white cells and calculations are automatically made for you in the appropriate shaded cells depending on the data you enter.

Totals and percentages are calculated and entered in multiple cells on multiple worksheets!

## SLC APR: Submit School-Level Data

When each reporting school has finished its school-level report, the completed Excel Workbook should be emailed back to the Project Director for review and submission.

Data is submitted by uploading the completed and approved Excel workbook.  
The upload method is similar to attaching a file to an email.

\*Note: All files can be uploaded as many times as necessary until the submission deadline.

The screenshot displays the 'Task Page: 2004-2005 APR Report' interface. The main content area is titled 'Task Page: 2004-2005 APR Report' and contains a message: 'This page provides links to all reports and forms to be completed. You may complete the forms in any order. Project Directors are encouraged to review the [Submission Process](#) documents before beginning.'

Below this, the 'School-Level Data' section is highlighted. It includes a note: 'NOTE: Project Directors must provide each school site with workbook once it is downloaded!'. There are two main links: 'DOWNLOAD: Blank APR Form (Excel Format)' with a sub-link '[ [Read Required Excel Settings!](#) ]', and 'SUBMIT: School-Level APR Data'. A status message below the submit link reads 'Data has been submitted for 0 School(s)'. A hand cursor is pointing at the '0' in this message.

On the right side, there is a sidebar with a navigation menu: 'About the Reports', 'Required Excel Settings', 'User's Guide', 'Submission Process', 'FAQs', 'Get NCES ID#', 'Help / Contact Us', 'Past Data Reports', 'Task Page', and 'Home'. Below the menu is a 'PROJECT DIRECTOR SIGN-IN' section with the text 'You are currently signed in.' and a 'SIGN OUT!' button.

The main content area on the right is titled 'Smaller Learning Communities Electronic Reporting Tool' and 'GRANTEE DEMO USER'. It features a red oval around the link 'UPLOAD SCHOOL LEVEL (2004-2005) WORKBOOK'. Below this, a message states: 'This page allows you to upload the School level (2004-2005) data. Press the BROWSE button, locate the electronic file (.xls file) on your personal computer, and then press the UPLOAD button.' A red note follows: 'Note: If you have uploaded this workbook before, uploading it again will overwrite your previous data.' There is a 'Your File:' section with a text input field, a 'Browse...' button, and a note: '(Only one file may be uploaded at a time.)'. At the bottom, there are 'Upload' and 'Clear Form' buttons.

The Project Director submits the completed and approved school-level workbooks in the "School-Level Data" section of the task page .

## SLC APR: Submit School-Level Data (example)

**School-Level Data**

***NOTE:** Project Directors must provide each school site with a copy of the APR workbook once it is downloaded!*

★ **DOWNLOAD:** [Blank APR Form \(Excel Format\)](#)  
[ [Read Required Excel Settings!](#) ]

**SUBMIT:** [School-Level APR Data](#)  
Data has been submitted for **3 School(s)**.

- ★ Washington High School [ [View Data](#) ]
- ★ Jefferson High School [ [View Data](#) ]
- ★ Lincoln High School [ [View Data](#) ]





Each school-level Excel workbook that is submitted is identified by the schools' name with a gold star.

The Project Director can access the uploaded data via the [ **View Data** ] link next to each school name.

Once the data is submitted, it is reflected on the task page.

## SLC APR: Aggregation for District-Level Data

**Delete Data**  
If you submitted the wrong data and would like to delete a file, please go to the "Delete Data" page where you will be able to access file deletion capabilities.  
[Go to "Delete Data" page](#) ➔

**District-Level Data**  
*The District-Level Report is an aggregate of the School-Level data submitted above. ALL Districts, regardless of number of schools in a grant, must click on the "AGGREGATE" link below to compile District-Level data into a separate Excel file. Then, download the file, review it for accuracy, make the final entries, and submit it.*  
  
 **AGGREGATE:** [Create aggregated data file from all school data above](#)  
Data has **NOT** been aggregated.   
  
 **DOWNLOAD:** Aggregated data file to your computer for review and completion  
Data has **NOT** been aggregated.  
  
 **SUBMIT:** Aggregated data as your District-Level Report  
District-Level Data has **NOT** been submitted.

Once ALL the school-level workbooks have been approved and submitted, the Project Director must “roll-up” the data for all the schools into an aggregate report, called the “District-Level Data” report.

This is accomplished via the link in the “District-Level Data” section.

*NOTE: All Grantees are required to aggregate and submit this aggregate, even if they only have one school in their grant.*

## SLC APR: Aggregated Data File

data and would like to delete a file, please go to the "Delete Data" page where you will be able to access file deletion capabilities.

[Go to "Delete Data" page](#) ➔

### District-Level Data

*The District-Level Report is an aggregate of the School-Level data submitted above. ALL Districts, regardless of number of schools in a grant, must click on the "AGGREGATE" link below to compile District-Level data into a separate Excel file. Then, download the file, review it for accuracy, make the final entries, and submit it.*

★ **AGGREGATE:** [Create aggregated data file from all school data above](#)

Data aggregated on 17-Oct-05

**Note: All N/A's and blank cells in your workbook are computed as zeros.**

📎 **DOWNLOAD:** [Aggregated data file to your computer for review and completion](#)

📎 **SUBMIT:** [Aggregated data as your District-Level Report](#)

New School Data is detected. Data needs to be Re-Submitted.

After the data is aggregated, a new Excel workbook containing the data from all schools is automatically created.

Project Directors should then Download the aggregated data file in order to review and complete the rolled-up data.

*Note: There are a few data entries that MUST be made in the aggregate file before submitting the file as your District-Level Report.*

## SLC APR: Submit District-Level Report

Data is submitted by uploading the approved Aggregated workbook.

The upload method is similar to attaching a file to an email.

### District-Level Data

*The District-Level Report is an aggregate of the School Data above. ALL Districts, regardless of number of schools, must submit a separate Excel file. Then, download the file, review it for final entries, and submit it.*

★ **AGGREGATE:** [Create aggregated data file from all schools](#)  
Data aggregated on 17-Oct-05  
**Note: All N/A's and blank cells in your workbook must be replaced with zeros.**

★ **DOWNLOAD:** [Aggregated data file to your computer for review and completion](#)

★ **SUBMIT:** [Aggregated data as your District-Level Report](#)  
New School Data is detected. Data needs to be Re-Submitted.

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**PROJECT DIRECTOR SIGN-IN**  
You are currently [signed in](#).

**SIGN OUT!**

## Smaller Learning Communities Electronic Reporting Tool

### GRANTEE DEMO USER

#### UPLOAD DISTRICT LEVEL (2004-2005) WORKBOOK

This page allows you to upload the District level (2004-2005) data. Press the BROWSE button, locate the electronic file (.xls file) on your personal computer, and then press the UPLOAD button.

**Note: If you have uploaded this workbook before, uploading it again will overwrite your previous data.**

Your File:

(Only one file may be uploaded at a time.)

Once the Project Director has approved the aggregated data, the workbook should then be submitted as the "District-Level Report".

## SLC APR: View District-Level Submission

### District-Level Data

*The District-Level Report is an aggregate of the School-Level data submitted above. ALL Districts, regardless of number of schools in a grant, must click on the "AGGREGATE" link below to compile District-Level data into a separate Excel file. Then, download the file, review it for accuracy, make the final entries, and submit it.*

★ **AGGREGATE:** [Create aggregated data file from all school data above](#)  
Data aggregated on 17-Oct-05  
**Note: All N/A's and blank cells in your workbook are computed as zeros.**

★ **DOWNLOAD:** [Aggregated data file to your computer for review and completion](#)

★ **SUBMIT:** [Aggregated data as your District-Level Report](#)  
District-Level Report submitted on 17-Oct-05 [[View Data](#)]

After the "District-Level Report" has been submitted, the Project Director can view the results.

If necessary, this data can be revised and resubmitted as many times as necessary until the submission deadline. Upon the deadline, the data contained in this Excel workbook will constitute your official submission to the Department of Education.

## SLC APR: District-Level PD Narrative

### District-Level Project Director Narrative

★ **DOWNLOAD:** [Blank Narrative Template \(Word Format\)](#)

★ **SUBMIT:** [District-Level Project Director Narrative](#)

District-Level Narrative has **NOT** been submitted.

Data is submitted by uploading the completed District-Level Narrative.

The upload method is similar to attaching a file to an email.

### District-Level Project Director Narrative

★ **DOWNLOAD:** [Blank Narrative Template \(Word Format\)](#)

★ **SUBMIT:** [District-Level Project Director Narrative](#)

District-Level Narrative submitted on 17-Oct-05 [\[View Narrative\]](#)



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**PROJECT DIRECTOR SIGN-IN**  
You are currently [signed in](#).

## Smaller Learning Communities Electronic Reporting Tool

### GRANTEE DEMO USER

#### UPLOAD DISTRICT NARRATIVE

This page allows you to upload an electronic version of your district's Narrative. Press the BROWSE button, locate the electronic file on your personal computer, and then press the UPLOAD button. Your electronic Narrative file will be formatted to a Word document. Please note if you have any tables or charts within this file it may lose its original format.

Your File:

(Only one file may be uploaded at a time.)

After the Project Director has written the District-Level Narrative using the Word template download from this section of the website, the completed document is uploaded.

The Project Director can then view the uploaded Narrative.

## SLC APR: District-Level Coversheet

The screenshot shows the 'Smaller Learning Communities Electronic Reporting Tool' interface. On the left is a navigation menu with links: 'About the Reports', 'Required Excel Settings', 'User's Guide', 'Submission Process', 'FAQs', 'Get NCES ID#', 'Help / Contact Us', 'Past Data Reports', 'Task Page', and 'Home'. Below the menu is a 'PROJECT DIRECTOR SIGN-IN' section with the text 'You are currently signed in.' and a 'SIGN OUT!' button. The main content area is titled 'U.S. Department of Education Grant Performance Report Cover Sheet (ED 524B)'. It includes a note to read 'coversheet instructions' before beginning, OMB No. 1890-0004, and an expiration date of 10-31-2007. A legend indicates that red asterisks (\*) denote required input and grayed-out items are not applicable. Below this, there are checkboxes for 'Annual Performance Report' and 'Final Performance Report'. A 'General Information' section contains five numbered fields: 1. PR/Award #, 2. NCES ID#, 3. Project Title, 4. Grantee Name, and 5. Grantee Address. At the bottom, there are input fields for 'First Name' and 'Last Name'. A pop-up window is overlaid on the bottom left of the form.

Smaller Learning Communities  
Electronic Reporting Tool

Please read the [coversheet instructions](#) before you begin.

OMB No. 1890-0004  
Expiration: 10-31-2007

**U.S. Department of Education  
Grant Performance Report Cover Sheet (ED 524B)**

(\*) Indicates where input is REQUIRED  
( ) Grayed-out items are NOT APPLICABLE at this time

\* Check only one box per Program Office instructions.

☐ Annual Performance Report ☐ Final Performance Report

**General Information**

1. \* PR/Award # (Block 5 on the Grant Award Notification):

2. \* NCES ID#: [ [See instructions](#) ]

3. \* Project Title (Enter the same title as on the approved application.):

4. \* Grantee Name (Block 1 of the Grant Award Notification.):

5. \* Grantee Address:

Select--

r:

First Name


Last Name:

**District-Level Coversheet**

**COMPLETE:** [On-Line District-Level Coversheet](#)  
District-Level Coversheet has **NOT** been submitted.

The Project Director completes the District-Level Coversheet using an online form that is accessed via the Task Page.

## SLC APR: Delete Data



### Smaller Learning Communities Electronic Reporting Tool

#### GRANTEE DEMO USER

#### Delete Data

If you submitted the wrong data and would like to delete a file, please go to the "Delete Data" page where you will be able to access file deletion capabilities.

[Go to "Delete Data" page](#) ➔

#### PROJECT DIRECTOR SIGN-IN

You are currently signed in.

[SIGN OUT!](#)

#### Delete Data

Check the box next to the data/file that you want to delete, then click "Delete Data" Button. **NOTE: This action will erase the data/file permanently!**

You can re-submit your data/files anytime before the deadline.

##### School-Level APR Data (2004-2005)

<input type="checkbox"/>	Washington High School [ <a href="#">View Data</a> ]
<input type="checkbox"/>	Jefferson High School [ <a href="#">View Data</a> ]
<input type="checkbox"/>	Lincoln High School [ <a href="#">View Data</a> ]

##### District-Level Narrative

<input type="checkbox"/>	District-Level Narrative [ <a href="#">View Narrative</a> ]
--------------------------	---

[Delete Data](#) [Cancel](#)

**IMPORTANT!**  
Items will be  
**PERMANENTLY**  
deleted!

Use the check boxes to  
indicate exactly which  
items you wish to delete.

At any point in the process you can use the "Delete Data" page to delete any data/files that you have submitted in error.

## SLC APR: PD Data Certification

### Project Director Data Certification

 **CERTIFY:** [All Report Data](#)

Data has **NOT** been certified

A "PIN" identification number is supplied to each Project Director and is for his/her use **ONLY**.

### Project Director Data Certification

 **Project Director Data Certification**

Data was certified on 17-Oct-05.



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**PROJECT DIRECTOR SIGN-IN**  
You are currently [signed in](#).

[SIGN OUT!](#)

## Smaller Learning Communities Electronic Reporting Tool

### GRANTEE DEMO USER

#### Project Director APR Certification

To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

**NOTE: Once you certify your data, you will not be able to make any changes to your reports.**

Your Name:

Your Title:

ENTER Your PIN Number:

Project Directors should enter the 4-digit PIN number they received from The Department of Education. For assistance, please call the help desk at (703) 299-1645.

[Certify](#)

[Cancel](#)

ation

tee's authorized representative (Project Director) must certify the ED the grantee has any known internal control weaknesses concerning data is disclosed through audits or other reviews), this information must be d in the Project Status Narrative, as well as the remedies taken to he accuracy, reliability, and completeness of the data.

On completion of ALL data, the Project Director must certify the submission by entering a "PIN" number, provided by the U.S. Department of Education. After the pin is entered, no changes can be made.

**CONGRATULATIONS! YOU ARE DONE WITH YOUR SUBMISSION!**